JOB DESCRIPTION

Human Resources Director

DETAILS

Location: Tumwater, WA

Reports to: Chief Culture Officer

Status: Full-Time

SUMMARY

Nutritional Therapy Association is seeking a Human Resources Manager to support us as we lead the charge in functional and holistic nutrition by empowering the next wave of nutrition professionals with the education they need to change the world.

The candidate selected for this role will have the exciting opportunity to build a Human Resources function from the ground up, implementing polices, procedures and processes that will support the growth of our company while sustaining our unique mission, values and culture.

This role functions as a hands-on administrator of all day-to day HR operations and valued strategic partner who will contribute to our vision for the future. The selected candidate will perform functions across the HR spectrum, including recruitment/retention; onboarding and exits; employee relations; compensation and benefits; Workers Comp and Safety; employment-related compliance; learning and development; and employee engagement and culture initiatives.

We believe that the future of our society rests on the ability to reverse the damage caused by the modern diet with the power of nutritional therapy, and we are working every day to educate, support, and grow our community of paradigm shifters, impact makers, and real food rebels. If you are interested in working for a company that has a team of hard workers and people who want to change the world, then we are looking for you.

RESPONSIBILITIES

* Implement and run an on-boarding process for all new employees (payroll on-boarding, benefits enrollment, I-9 processing, etc). Refine compliance processes for new employees during on-boarding and into employment
* Ensure compliance with employment laws at State and Federal levels in a multi-state work environment
* Own the on-going administering of payroll (with Finance) and benefits for a rapidly growing team
* Develop and enforce policies to cover the growing complexity of NTA’s workforce in concert with our unique culture and values. Create training to keep leaders and staff current
* Foster a positive and supportive employee relations culture by engaging in tactful conflict resolution and corrective action activities while championing the organization’s values
* Manage all aspects of the compensation and benefits function
* Administer Workers Compensation program
* Partner with Finance to develop recruiting and compensation budgets
* Develop creative strategies for employee engagement, including communications across a largely remote employee population
* Track and analyze any HR related processes and key data.

QUALIFICATIONS

* Minimum 5 years’ experience in an HR generalist role
* Bachelors degree required
* Demonstrated knowledge across the HR spectrum, e.g., recruitment/retention, employee relations, compensation and benefits, rewards and recognition, Workers Compensation etc.
* Experience creating and implementing policies and procedures
* Ability to develop creative HR strategies and processes that dovetail with our Core Values and culture
* Ability to handle complex and multiple tasks in a professional and efficient manner
* Ability to model a high level of confidentiality, professionalism, leadership, creative problem solving, diplomacy, negotiation, and the ability to manage complex projects with minimal supervision
* Possesses effective verbal and written communication skills including the ability to operationalize HR imperatives in a manner in keeping with our Core Values
* Possesses the cultural competency to work with diverse employee population in a highly mission-centered educational based organization

BENEFITS

•  Generous financial package including bonuses and training opportunities

•  Comprehensive medical, vision and dental benefits program

•  Company matched IRA

•  Excellent training opportunities that foster career growth

•  Monthly wellness stipend

TO APPLY

Send your Cover Letter and Resume to: Dana Nardi

[dnardi@nutritionaltherapy.com](mailto:dnardi@nutritionaltherapy.com)